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MEMORANDUM FOR: Special Assistant, DD/I

SUBJECT: Use Made of NSC Documents in  
the Clandestine Services (CS)

1. The use of NSC papers by the Clandestine Services varies widely. To take extreme examples, a "Basic National Security Policy" paper is read in all DD/P components, while a paper on "Measures to Carry Out the Concept of Shelter" is not circulated at all. The use of area or country papers is much more uniform in pattern and volume than is the use of papers which do not specifically focus on one country or area.

2. A comparatively small number of the most important papers, less than a dozen a year, are specifically brought to the personal attention of DD/P and the Chief of Operations.

3. Use of individual country papers: Such papers are substantially circulated and used, by persons from GS-9 up, within about the following ranges:

CS Staffs  
Area Division Chief  
Area Div. --primary branch  
Area Div. --other branches  
IO Division  
Other Area Division

Total range

A paper of unusually broad interest, such as policy on Eastern European Satellites, might even substantially exceed this range. These estimates relate to the use of these papers after they have become established policy. The number of persons who participate in the review of preliminary drafts of these papers as they are being developed is substantially less.

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Deputy Director (Plans)

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4. Use of general or functional papers: If the subject does not bear on CS interests in any direct degree, a paper will merely be noted by two people in the PPC Staff. The circulated notice of the fact of the existence of the paper will be noted without follow-up by about 25 persons who handle the CS Policy Book. If the subject of the paper is a matter of wide general interest to the Clandestine Services, the circulation and use will be wider in general, but less extensive in any individual component, than with the country papers. The estimated interest range would be:

50X1  
50X1  
CS Staffs

7 Area Divisions, with

Total range

Examples of the widest use of such papers would be NSC 106/3, Evacuation of Civilian Population Abroad, or NSC 5706/2, U.S. Policy on Defectors.

5. On "limited distribution" papers, the number of Staffs or Area Divisions which receive them, on the basis of interest, will not be substantially less than with other papers. However, the number of persons having access at each receipt point is restricted to smaller numbers in the higher grades, in conformity with the principle of "need to know." In relation to the estimated ranges in paragraphs 2 and 3 above, a "limited distribution" paper would go to perhaps 40% of the higher ranges and 80-90% of the lower range, as compared with a paper not so labelled.


6. Of approximately 80 NSC policy papers (disregarding supplements and annexes) which are currently in force, 57 are summarized or described in the Clandestine Services Policy Book, of which 25 copies are held in CS Staffs and Area Divisions. However, only the CS Staffs receive all summaries. Area Divisions receive only the summaries of those papers, or portions of papers, which respectively concern them. In conformity with the restriction against reproduction of NSC papers, this device of summary and description is used as the means of notifying CS elements of the existence and general significance of the policy papers which concern them. These summaries and descriptions are used as references, in summarizing policy and developing projects, in numerous cases where reference to the original paper would

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otherwise be necessary. Field elements of the Clandestine Services do not, in any cases, receive copies of NSC papers through CS channels. As Area Division chiefs may decide, field elements may be given summaries and descriptions of the basic policy papers, based on the material circulated in the Policy Book.

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**Chief, Planning and Program  
Coordination Staff**

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